

**JOB DESCRIPTION**  
**MURFREESBORO WATER AND SEWER DEPARTMENT**  
**GREASE CONTROL TECHNICIAN**

**1. JOB TITLE:** GREASE CONTROL TECHNICIAN

**2. DEFINITION:** This is a technically skilled position performing surveillance, administrative, and related work in coordinating, monitoring and liaison with commercial customers. The employee will be directly responsible to the Wastewater Treatment Plant Superintendent. All employees are responsible to the Director and to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee is subject to reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

**3. EQUIPMENT / JOB LOCATION:**

- a. This position requires the use of laboratory and field equipment, vehicles, various communication devices, personal computers, and other standard office equipment and accessories customarily used in an office environment.
- b. The job is sited at the wastewater treatment plant, but involves various commercial locations throughout the system. The employee will be required to work occasionally in inclement weather and in areas that might pose hazards from moving vehicles. All City facilities are smoke-free locations.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Serves as the primary liaison between Food Service Establishment (FSE) customers and the Department.
- b. Provides permit applications to prospective and renewing users.
- c. Prepares and maintains permits.
- d. Inspects kitchens, storage areas, grease interceptors and manholes to insure conformity to permits and ordinances.
- e. Investigates and reports on conditions relating to all aspects of grease control.
- f. Reviews state and federal regulations that might apply and notifies the Director of actions to keep the City current with regard to compliance.
- g. Maintains and upgrades the Grease Control Manual as needed.
- h. Removes and replaces manhole covers weighing up to 165 pounds with the use of hand tools.
- i. Accurately performs sampling and analysis of FSE discharges.
- j. Notifies Director of action(s) required to correct deficiencies.
- k. Enters data in logs, databases, charts and records.
- l. Keeps records of FSE visits, inspections and observations and prepares reports of activities.
- m. Reports conditions observed to appropriate persons in the Department and the various FSE customers.
- n. Issues notices of violation for noncompliance with FSE permits and takes other actions specified in the City Ordinance and Enforcement Response Plan.

- o. Exhibits good habits of workplace cleanliness and hygiene.
- p. Exhibits courtesy toward coworkers and the public.
- q. Performs tasks independent of direct supervision.
- r. Must be able to perform job duties as described on essential functions addendum.

**5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:**

- a. Performs other duties and special projects as assigned.

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least 21 years of age.
- b. Must possess a high school diploma or GED from an accredited institution.
- c. Must have legal authorization to work in the United States.
- d. Must possess a driver's license valid in the State of Tennessee with the ability to safely operate a motor vehicle.
- e. Must be able to operate a standard Department vehicle. Employee may be required to drive own vehicle and must maintain automobile liability insurance on personal vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- f. Must consent to and pass a pre-employment drug screening.
- g. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- h. Must be able to perform mathematical calculations with fractions, decimals, percentages and the metric system.
- i. Must be able to remove and replace standard cast iron manholes covers weighing up to 165 pounds using hand tools to drag them off and onto their castings.
- j. Must be able to use field and laboratory equipment and to accurately read and report findings.
- k. Must be able to report for work on time and perform the duties of the job for a complete workday.
- l. Must be able to establish and maintain effective working relationships with supervisors, co-workers and the public.
- m. Must be able to exercise independent judgment within the limits of the position.
- n. Must be able to comply with Department policies such as work rules and safety practices.
- o. Must be able to operate personal computers, radio and telephone communications equipment and other standard office devices.
- p. Must have knowledge of or the ability to learn Microsoft Word, Access, and Excel.
- q. Prior work experience or formal education and training in chemical analysis preferred.
- r. Must be able to pass physical abilities test/post offer screen for employment.

Non-Exempt  
Non-Safety Sensitive  
August 29, 2007

# **ESSENTIAL FUNCTIONS ADDENDUM** **MURFREESBORO WATER AND SEWER DEPARTMENT** **GREASE CONTROL TECHNICIAN**

Employees in this position work 40 hours per week under the direction of the Wastewater Treatment Plant Superintendent. This position requires the following activities including but not limited to, bending, stooping, squatting, lifting, pushing, pulling, carrying and walking, primarily on pavement, as well as laboratory and office work. The Grease Control Technician is exposed to traffic in parking areas, dirt, dust, rain, sleet, snow, and laboratory chemicals. The Grease Control Technician is responsible for operating vehicles, lab equipment and various tools.

## Physical Demands

Rarely - suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the workday.

Occasional - suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the workday.

Frequent - suggests the employee is required to perform tasks 16-32 repetitions per hour, or 66% of the workday.

Constantly - suggests the employee is required to perform tasks 33 or more repetitions per hour, or greater than 66% of the workday.

<u>Lifting</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#			X	
20-50#		X		
50-75#	X			

<u>Push/Pull</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#			X	
<20-50#		X		
50-75#	X			
75-100#	X			
>100#	X			

Depending on the job duties for the day, the Grease Control Technician may have to perform lifting, pushing or pulling on a more or less frequent basis. However, job duties may change throughout the week depending on the needs of the Department.

Bending/Squatting/Twisting - Is required occasionally through the day depending on the workload.

Pushing/Pulling - Is required occasionally through the day when removing and replacing manhole covers on grease interceptors.

Lifting/Carrying - Is required occasionally for lifting/carrying hand tools samples, ice chests, and basic laboratory equipment.

Standing/Walking - Is required constantly throughout the day depending on the workload.

Reaching - Is required occasionally throughout the day depending on the workload.

Manual Dexterity/Gripping/Fine Motor - Performed occasionally throughout the day, especially with the use of hand tools and in laboratory. Also required to perform data entry via computers.

Driving - Required frequently throughout the day when visiting job sites.

Kneeling - Can be required rarely throughout the day depending on the workload.

Squatting - Can be required occasionally throughout the day depending on the workload.

Sitting - Can be required occasionally throughout the day.

Tools handled:

Picks

Shovels

Laboratory equipment

Work Conditions

*Exposed to:*

Hot temperatures

Cold temperatures

Slippery surfaces

Dust

Dirt

Chemicals

Odors

Physical Ability Needed to perform the Following Positions:

Walking

Squatting

Bending

Stooping

Hand gripping

Twisting  
Hand-eye coordination  
Pushing/Pulling  
Lifting/Carrying  
Reaching  
Driving

Addendum  
August 2007